



**STORM**

STormwater Outreach for  
Regional Municipalities

*Only Rain in the Storm Drain*

# AZPDES - MSGP STORM SEMINAR

## RECORDKEEPING

Lisa Spahr

Engineering and Environmental Consultants, Inc.

# Documentation Requirements

## MSGP Section 5.4:

- **Maintain complete & up-to-date records**
- **Retain with the SWPPP**

**Retain for 3 years after  
permit coverage ends!**

# Documentation Requirements

- Copy of your NOI
- Copy of MSGP

Permit No. AZMSG2010-002



STATE OF ARIZONA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER QUALITY DIVISION  
PHOENIX, ARIZONA 85007

ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM  
GENERAL PERMIT FOR STORMWATER DISCHARGES  
ASSOCIATED WITH INDUSTRIAL ACTIVITY FROM NON-MINING FACILITIES  
TO WATERS OF THE UNITED STATES

This permit provides authorization to discharge under the Arizona Pollutant Discharge Elimination System (AZPDES) program, in compliance with the provisions of the Arizona Revised Statutes, Title 49, Chapter 2, Article 3.1, the Arizona Administrative Code (A.C.C.), Title 18, Chapter 9, Articles 9 and Chapter 11, Article 1, and the Clean Water Act as amended (33 U.S.C. 1251 et seq.).

This general permit specifically authorizes stormwater discharges associated with categories i, ii, iv through ix and xi, pursuant to 40CFR 122.26(b)(14) (non-mining industrial activities) in Arizona. All discharges authorized by this general permit shall be consistent with the terms and conditions of this general permit.

# Documentation Requirements (con't)

- **Description &  
Dates of spills/  
leaks/ releases**



## SWPPP Spills, Leaks and Releases Log

<b>Date of Event:</b>		<b>Date Reported:</b>	
<b>Time of Event:</b>		<b>Time Reported:</b>	
<b>Personnel Involved:</b>			
<b>Material Involved (circle one):</b>	Fuel	Oil	Hydraulic Oil
	Anti-freeze	Soap/Detergent    Other: _____	
<b>Estimated or Actual Quantity Involved:</b>	< ½ gal	1-5 gal	5-10 gal
	10-55 gal    55+ gal		
<b>Description of and events leading to spill, leak, or release:</b>			
<b>Response Actions:</b>			
<b>Measures implemented to prevent future recurrences:</b>			
<b>Did the spill, leak or release result in a discharge of pollutants in stormwater to waters of the US?</b>			
Yes		No	
<b>Report Submitted by:</b>			

**SPILL, LEAK AND RELEASE LOG**

DATE	LOCATION	DESCRIPTION AND EVENTS LEADING UP TO THE SPILL	RESPONSE ACTIONS / PREVENTATIVE MEASURES

# Documentation Requirements (con't)

- **Training records**



<b>Gynormous Industrial Company</b> <b>15 ½ Park Street</b> <b>Anywhere, Arizona 88888</b>		<b>SWPPP EMPLOYEE TRAINING</b>	
		<b>Completed By:</b>	<b>Date:</b>
		<b>Title:</b>	
<u>Instructions:</u> Describe the employee training program for your facility below. The program should, at a minimum, address spill prevention and response, good housekeeping, and material management practices. Provide a schedule for the training program and list the employees who attend training sessions.			
Attendees	Title	Attendees	Title
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	



# Documentation Requirements (con't)

- **Repairs for Structural CMs**

**STORMWATER POLLUTION PREVENTION PLAN ROUTINE INSPECTION  
 GYNORMOUS INDUSTRIAL FACILITY  
 15½ Park Street, Anywhere, Arizona 88888**

GENERAL INFORMATION	
INSPECTOR NAME:	
INSPECTOR TITLE:	
SIGNATURE:	
DATE OF INSPECTION:	
WEATHER:	<input type="checkbox"/> Within 24 hours of rain event

CONTROL MEASURE	YES	NO
Are all culverts/Dry Wells/ Stormwater Inlets Free of Debris?		
Comment: Action Taken (if necessary): _____ Date: _____		
Are general good housekeeping practices in use?		
Comment: Action Taken (if necessary): _____ Date: _____		
Is waste/garbage properly stored and disposed?		
Comment: Action Taken (if necessary): _____ Date: _____		
Are spill control kits labeled and available where needed?		
Comment: Action Taken (if necessary): _____ Date: _____		

# Documentation Requirements (con't)

- **Inspection Records**
  - ▶ Routine Facility Inspections
  - ▶ Comprehensive Facility Inspections
  - ▶ Visual Assessment Reports
- **Rationale for deviations from VA schedule**

# Documentation Requirements (con't)

- Corrective Actions



Fill out the following information with 72 hours of discovering a problem triggering a corrective action.

Date Problem Identified:	
Triggered Condition(s) (check one):	<input type="checkbox"/> An unauthorized discharge (e.g., discharge of non-stormwater not authorized by the permit) to a water of the U.S. or to a regulated MS4 occurs at the facility
	<input type="checkbox"/> A discharge violates a numeric effluent limitation guideline
	<input type="checkbox"/> Facility discharge causes or contributes to an exceedance of applicable water quality standard(s) or an adopted waste load allocation
	<input type="checkbox"/> Modifications to the control measures are necessary to meet the permit requirements in Part 2.2
Describe Identified Problem:	

Fill out the following information within 14 calendar days of discovering a problem triggering a corrective action.

Date Corrective Action Initiated/Will Be Initiated:		Date Corrective Action Completed/Expected to be Completed:	
Summarize Corrective Action:			

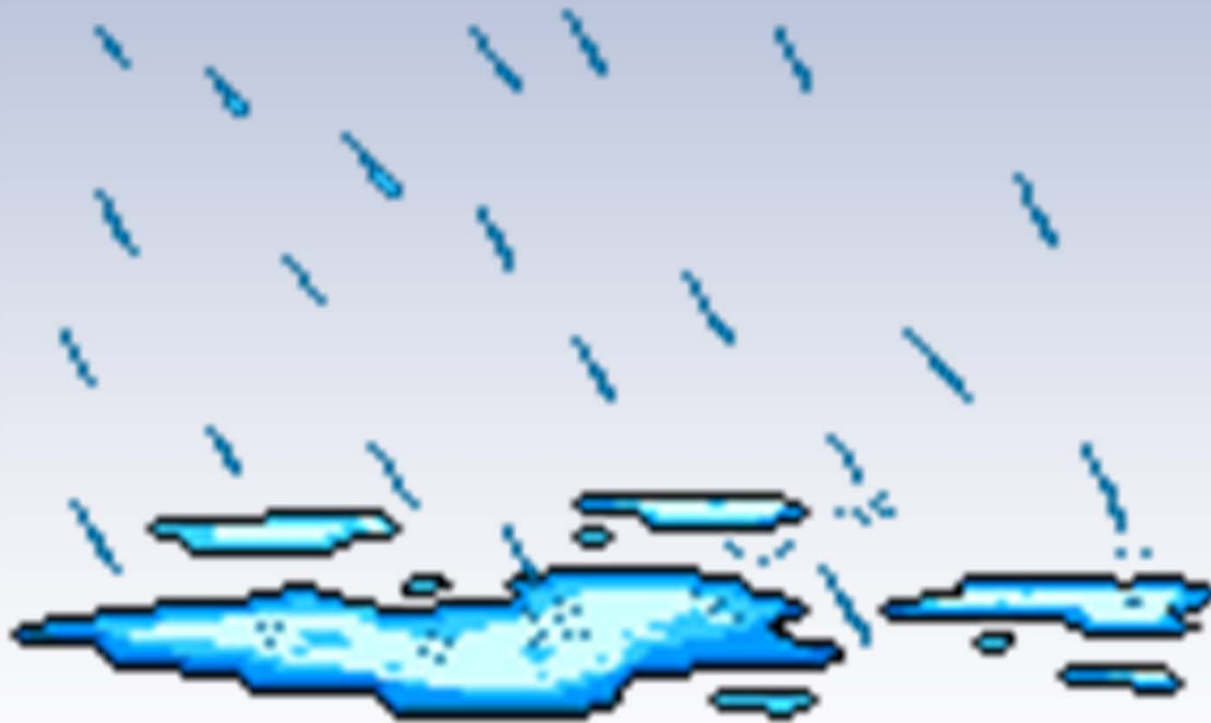
## Gynormous Industrial Company Corrective Action Form

Date Issue Identified	Triggering Event Description	SWPPP Modification Needed	Follow-up Actions/ Modifications	Date Action Initiated	Date Action Completed
		Y/N			
		Y/N			
		Y/N			
		Y/N			
		Y/N			

# Documentation Requirements (con't)

- **Benchmark exceedances**
- **Documentation of background levels**
- **Documentation of site status changes**

# Questions





**For more information on the materials  
in this presentation contact:**

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